



ROSEBROOK PRIMARY SCHOOL

Health and Safety Policy

Approved by Governors :	June 2019
Next Review Date:	September 2021

Health and Safety Policy

1. Aim of the Health and Safety Policy

The aim of our school is to create a safe and caring environment both in and out of school for all users of the school, children, staff, parents and the community.

This includes:

- The ability of each individual to protect him/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Development of good habits

For children, good safety habits are taught as part of the whole curriculum, for example through handling equipment in Science, and Design and Technology, and visits by the police, fire service, road safety etc. Health related topics cover drugs, smoking, personal hygiene, exercise and a healthy diet. We are part of the Healthy Schools Programme that promotes a healthy lifestyle. Children are taught to have care and consideration for others:

- In the classroom
- When using equipment such as scissors, tool and PE apparatus
- When moving round school
- When carrying out investigations e.g. pond dipping, pollution, soil studies
- When on educational visits

2. Introduction

All employees have a duty to take responsible care for the health and safety of themselves and others who may be affected by their acts or omissions at work. In addition, it is their duty to co-operate with their employer (AdAstra Academy Trust) or any person who has a duty or requirements imposed on him or her by the Health and Safety at Work Act 1974 (the Headteacher).

All persons who use these premises have a responsibility to co-operate in order to achieve the objectives of the safety policy.

Statement of Intent

AdAstra Academy Trust and the Governors of Rosebrook Primary School recognise and accept their responsibilities as an employer to provide and maintain a safe, healthy workplace environment for all employees and members of the public, who may be affected by its activities.

Adequate resources will be provided to meet these responsibilities and to provide

- A safe working environment
- Safe access and egress
- Safe systems of work
- Sufficient information and training
- Effective safety arrangements

and to ensure that the policy and arrangements are regularly monitored and reviewed and brought to the attention of all employees.

Organisation

The role of the Health and Safety Officer is delegated by AdAstra Academy Trust and the Governors of Rosebrook Primary School to the Headteacher. However, the need for consultation of health and safety functions is paramount. Advice can be obtained from the Trust or the North Yorkshire County Council (NYCC) Health and Safety Team. The school policy has been developed using guidelines from the Stockton Health and Safety Manual for School (April 1999).

Arrangements

The following sections deal mainly with the allocation of duties and responsibilities of groups and individuals in relation to health, safety and welfare matters. The following arrangements, although not exhaustive, give guidance on how these responsibilities are met.

3. Accidents

Avoidance of Accidents

Staff will only be expected to carry out tasks for which they have been trained. However, staff are reminded that employees must take reasonable care of themselves and others who may be affected by their work activities.

Reporting of Accidents

Health and Safety legislation requires the employer to record accidents, which occur because of its undertaking i.e. its activities. The accident reporting form (ARF) is saved within *\Staff Shared\Accident Reporting* on the school network,

All accidents to children, staff or visitors must be:

- Brought to the attention of the Headteacher
- Recorded on an ARF

The following injuries must be reported to the Trust and NYCC:

- Fracture of the skull, spine, pelvis and any bone in the arm or leg but not bones in the hand or foot
- Amputation of a hand or foot or a finger or toe where the joint is completely severed
- Loss of sight in the eye or a penetrating injury or a chemical or hot metal burn to the eye
- Injury requiring medical treatment or loss of consciousness due to electric shock
- Loss of consciousness due to lack of oxygen
- Decompression sickness
- Acute illness or loss of consciousness caused by the adsorption of infected material
- Any other injury that results in the person being admitted to hospital for more than 24 hours.

Dangerous occurrences that need to be reported:

- Explosion, collapse or bursting of any closed vessel
- Electrical short circuits or overload causing fire or explosion.

Accidents that may be recorded by the school:

- Minor knocks and bruises requiring First aid treatment only
- Insect bites and stings
- Minor cuts and grazes requiring First Aid treatment only
- Injuries occurring as a result of fights between pupils.

All head injuries, blows or bumps are recorded and a "Head Bump" note sent to parents. These are kept in the first aid cupboard and in the school office.

4. Allergies

Children and adults are increasingly suffering from allergies to a great range of everyday items. Staff should be constantly aware of substances in the environment that may cause allergic reaction and try to minimise the risk.

Parents should be notified, for example, if the class are to investigate fruit so that they can inform school if their child is allergic to particular fruit. Children showing allergic reactions to substances or insect bites should be treated by a first aider. If the reaction is intense causing breathing problems or extreme distress then an ambulance should be called.

5. Assault

The Trust will fully support any employee who is assaulted or threatened in the course of their duties unless it is found that the employee acted inappropriately. The police must be called in the case of severe disturbance, assault or threatened violence. If you have been assaulted then you have the right to make a complaint to the police, in this event the police must be informed immediately following the assault.

Procedure in the event of an assault:

- Inform the Headteacher as soon as possible
- Ensure that a Notification of Assault Form is completed
- The Headteacher investigates the assault and passes the form on to the Safety Officer and Human Resources.

6. Animals in School

Animals that should **not** be kept in school:

- Animals which can transmit diseases to humans, mammals and birds caught in the wild, foreign birds, terrapins and tortoises
- Animals which are becoming scarce, adult British amphibians and reptiles (when bred in school should be returned to the wild)
- Animals which are venomous, some snakes, many tropical spiders, striped back insects
- Animals which are difficult to keep in captivity, grass snakes (which feed on frogs), exotic mammals and lizards
- Animals which can produce an allergic reaction
- Locusts (except if kept for a very short time, garden tiger moth caterpillars)
- Animals which infest e.g. cockroaches
- Birds, cats, dogs

Before keeping any animal, consult a reliable reference book, such as those produced by the RSPCA.

- Teach children to wash their hands before and after handling animals
- Keep housing and cages clean and disinfect regularly
- Obtain small mammals from reputable suppliers
- Prevent contact between maintained animals and wild animals to avoid spread of disease
- Encourage children not to bring whole or parts of dead vertebrates into school
- Do not allow animals to wander freely on floors or tables unless these are cleaned immediately afterwards
- Teach children to handle animals with due care and consideration
- Ensure that animals are fed correctly and make appropriate arrangements for holiday periods

7. Asthma

The school has a register of all pupils requiring medication including all asthmatic children, with details of treatment, and in particular, inhalers that need to be used in school. Inhalers should be labelled with the child's name and kept in the classroom or in the school office. Reliever inhalers (blue) should be taken with the child on school trips and sports activities out of school. Suring PE children should have access to their inhaler.

What to do is a child has an asthma attack in school:

- Ensure the child takes the reliever medication, it should open up the airways quickly
- Keep calm, give reassurance, do not put your arm around the child's shoulder, it may restrict breathing
- Encourage slow breathing, keep the child sitting upright or leaning slightly forward, do not allow them to lie down
- Keep the room well ventilated and loosen restrictive clothing

Call and ambulance if

- Two doses of the reliever has no effect after 10 minutes
- The child is becoming distressed or unable to talk
- The child is becoming exhausted

8. Cleaning

All cleaning will be carried out in accordance with the Health and Safety at Work guidelines. No machines will be used for scrubbing or polishing floors between the hours of 8.45am and 3.00pm. Machines should not be left in corridors and must be locked away when not in use. The caretaker's cupboards must be locked between 8.45am and 3.00pm. No cleaning materials should be accessible to children.

9. Contractors in School

Contractors should be issued with the Contractors Information Sheet and the Health and Safety Authorisation to Work sheet, both are available from the school office. All contractors should inform the caretaker or the Headteacher of their presence on site and should sign in. Contractors must not unload equipment or drive vans on to the yards during playtimes or if a class is using the yard for PE.

10. Display

Drawing pins are not used on display work except to position it before stapling. Blu-tak rather than sellotape or masking tape is used on areas that will not take staples.

11. Drugs and Medicines

Please see "Supporting Children with Medical Conditions Policy".

12. Electrical Safety and Equipment

Provision and Use of Work Equipment Regulations 1992 and Electricity at Work Regulations 1989 apply.

All equipment and apparatus will be selected, installed, tested and used only in compliance with statutory requirements and manufacturers' recommendations. It will not be used for any purpose for which it was not designed. All electrical equipment will be tested to an agreed programme. Any equipment, which has not been tested, will not be used in school. All defective equipment should be reported to the Headteacher or caretaker, the equipment is then taken out of use, labelled and stored in a locked cupboard. Only staff who have been trained and are competent in the use of, and are instructed upon hazards of equipment may clean or use it.

If equipment is suspected to be faulty or damaged, it must be switched off and reported to the Headteacher or caretaker. No persons other than those specifically authorised to test and repair equipment, or competent persons retained for the purpose from an outside organisation, shall dismantle or repair any equipment.

Firefighting equipment will be inspected by suitably trained personnel only, and will be completed annually.

Children Moving Equipment

In the normal day-to-day running of the school, there are certain situations where children will need to move equipment or items of furniture, for example:

- Chairs and tables
- Sports equipment
- Small items of equipment

Children must be supervised when moving equipment or furniture, they need to be shown how to lift and carry safely. This will need reinforcing regularly. Staff will ensure that children are safe in relation to their age and physical capability.

PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out pieces of apparatus. This should include how many children are needed for each piece, e.g. a bench needs at least two children, one at each end. Every piece, including mats, needs a minimum of two children.

Furniture

Chairs should be moved one at a time, with the legs pointing down. Tables need at least one child at each end; children must not be allowed to lift tables on their own,

If the furniture is being moved from one room to another, a child must open and close doors.

Children Should not Move

- Computers
- Piano
- Paper Cutter

Adults

No adult should lift anything heavier than 5 packets of photocopier paper. If heavy items need moving, ask the caretaker who has various pieces of equipment to move heavy items. Use a straight back to lift with bent knees.

13. Environment

The Workplace (Health, Safety and Welfare) Regulations apply. Adequate heating, lighting and ventilation will be provided in the workplace, which will be maintained to a high standard of cleanliness and kept free from waste materials.

Appropriate numbers of toilets and relative washing facilities will be provided.

Facilities will be provided and maintained in good condition, order and standard of hygiene that will afford the employees the opportunity of

- Taking a rest break
- Eating food
- Preparing a hot drink

Employees are provided with hot and cold running water, soap and paper towels for washing. Appropriate receptacles will be provided for their disposal.

Sanitary bins are provided in staff toilets and in the Y6 toilet.

Every aspect of the workplace will be inspected regularly; any deficiencies will be reported to the Headteacher or caretaker. The Headteacher will address any problems relating to systems of work.

14. Fabric

All fabric used in soft furnishings and window furnishing is compliant with fire regulations.

15. Fire

The school has the appropriate fire signs and means of escape clearly labelled to current standards. Procedures for a fire drill are clearly displayed in every classroom. All staff are aware of their roles and responsibilities. A fire practice drill will take place each term and a record of these kept by the Headteacher.

If the school needs to be evacuated at lunchtime, the dinner supervisors will clear the areas, staff will go on to the field to assemble their class. If any of the staff are not on the site, a dinner supervisor will cover their role.

16. First Aid

Lists of qualified first aiders are displayed around the school, together with those able to administer medicines to children. All the Foundation Stage staff have Paediatric First Aid.

First aid equipment is located in the cupboard near the back door.

We do not apply antiseptic cream. Travelling first aid kits are available for school visits.

Always wear disposable gloves when treating any accidents that involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and tied securely. Any children's clothes should be placed in a plastic bag to be taken home.

17. Hot Drinks

Extreme care should be taken with hot drinks; under no circumstance should children be asked to carry hot drinks. No hot drinks are to be carried by staff around school unless the cup has a lid.

18. Head Lice

If a child has head lice, each member of the class will take home a head lice letter. Parents are asked to treat all the children immediately and once treated the children should return to school. No child will be publicly named at any time as having or having had head lice.

19. Infectious Diseases

Hygiene facilities will be kept stocked at all times to prevent the spread of germs.

Children with infectious diseases should be kept at home for the following length of time:

- Measles 4 days from onset of rash
- Mumps until swelling has gone down (min 5 days)
- German Measles 6 days from onset of rash
- Sickness/Diarrhoea 24 hours after sickness/diarrhoea has stopped
- Chickenpox 5 days from onset of rash
- Impetigo Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
- Scabies 24 hours after starting treatment
- Scarlet Fever 24 hours after starting treatment
- Head Lice Immediately after treatment

20. Ladders

Step ladders are available for staff to use; staff must not climb on tables and chairs. The step ladders are stored in the caretaker's room. Staff must not climb on the top three rungs and must always have another adult holding the bottom. Children are not allowed to use any ladders. Step ladders must not be used if no one else is in the building in case of accident. The caretaker has attended appropriate ladder training.

21. Playtimes

The children should not be let onto the yard without a member of staff present. Children are only allowed back into the building to go to the toilet. Children must play on the playground or grass.

Injured children must be accompanied to a first aider by a responsible child, unless the injury is serious when the adult on duty must send a child with a message for staff assistance.

22. Physical Education

Basic safety rules will be followed at all times:-

- PE kit must be worn with bare feet for dance and gymnastics, plimsolls may be worn for indoor games lessons
- No jewellery to be worn
- The teacher will wear soft shoes
- Any child misbehaving in a PE lesson causing the possibility of harm to others must be sent to the Headteacher
- Children will be taught how to move apparatus, always carry below waist height, toes pointing the way they are going, using both hands, looking the way they are going
- Children will be taught to warm up and cool down to protect their body from injury

23. Plants

Many wild plants are safe for children to handle and investigate, however. Some are poisonous like rhubarb leaves.

Some plants also cause asthma and allergies in children so care in finding out about the properties of plants needs to be taken.

24. Protective Clothing and Equipment

It is necessary that staff wear protective clothing for certain situations

- Aprons for baking or working with food
- Disposable gloves and aprons for dealing with ick children or body fluids
- Cleaner, caretakers and dinner supervisors are supplied with appropriate clothing and equipment e.g. overalls, gloves, masks etc.

25. Risk Assessments

The Headteacher is responsible for risk assessment in school. The Risk Assessment folder with blank forms is saved in \Staff Shared\Risk Assessments on the network.

The procedure is:

- Identify the hazards
- Identify who might be harmed and how
- Evaluate the risk, assess the current controls, decide what needs improving and action required
- Record findings
- Review assessment regularly, especially if original assessment is no longer valid

All members of staff are encouraged to identify and report possible hazards to the Headteacher.

26. Science and Technology

Using tools and glue:

- Children must be warned about tools being sharp and emphasise that care must be taken with them
- Children must be taught the correct use of all tools

Investigating Food

- When foods are used for investigations into the sense of taste, ensure that all surfaces and utensils are properly cleaned
- Teach children to wash their hands before handling food
- No peanuts, including peanut butter are allowed in school because of possible allergies
- If fruit is to be used, letters home must ascertain if any children are allergic to any varieties of fruit

Baking

- All cooking must be carried out in a clean area
- Cakes and biscuits made by children will be put in and taken out of the oven by an adult

Outside

- Children should wash their hands carefully after handling animals, plants or soil
- Check for poisonous or stinging plants such as nettles
- Do not allow unrestricted access to ponds
- Use a pooter to collect insects and mini-beasts
- Teach children to handle garden tools correctly

27. Snow and Ice

The caretaker is responsible for ensuring the car park, playground and all pathways are salted and gritted in the event of snow or ice. A Grit Plan has been agreed and communicated to parents. Gritting will be the first job for the caretaker after opening the school in the morning; any other tasks will be left until this is complete. In the event of snow or ice falling during the day, the caretaker will clear or salt paths at the start of the afternoon shift. The caretaker is responsible for ensuring plentiful supply of grit and salt.

28. Storage

- A clear floor area needs to be kept between shelves
- Paper items will be arranged in compact piles to reduce the risk of combustion
- Items will not protrude from shelves
- Heavy items will be kept on the floor or on lower shelves
- Items on top shelves must be kept away from lights
- A short step ladder must be provided where shelves exceed 2 metres in height
- Items will not be stored on top of free-standing cupboards
- All hazardous substances will be kept in accordance with the appropriate assessment instructions

29. Substances Hazardous to Health

All hazardous substances are kept in a locked store. Any staff ordering chemicals must only order those covered by the COSHH register.

Any staff using chemicals must:

- Check the substance against the COSHH register
- Follow the procedures laid down for its use
- Be aware of procedures for avoiding exposure and for control
- Inform the Headteacher of any difficulties
- New substances must be assessed prior to use via the caretaker and entered onto the COSHH register
- All felt pens and white corrector are no-solvent based

30. Supervision of children

All staff responsible for the supervision of children will observe basic safety rules.

- No children will be left alone anywhere in school, children must not be left in classrooms to tidy up during playtimes unless there is a teacher present
- No children will be allowed out of school during school hours unless collected by a known adult for an appointment. The child must leave and return through the main entrance
- Children who place other children's safety in question must always be sent to the Headteacher
- Parent helpers must never be left in sole charge of a class unless it is an emergency

31. Traffic Management

Only members of staff and visitors are permitted to use the car park. Parents are not encouraged to drive into the car park to drop or collect their children. Contractors on site are asked not to move vehicles whilst the children are arriving and leaving school.

32. Training

No employee will be authorised to carry out any task or activity for which training is required without successfully completing the training. The Headteacher is responsible for identifying and ensuring needs are met, and both the Headteacher and the individual keep a record of training.

33. Educational Visits

A teacher will be designated as party leader, and will be responsible for organising the visit in conjunction with other staff. The leader will ensure that the visit procedure paperwork is completed and risk assessments are completed via Evolve. This includes a parental consent letter for every visit. Any coaches used must comply with Trust standards.

Children are not allowed on swings or play areas.

The leader must be contactable by mobile phone and the phone must be switched on for the duration of the visit.

The adult to child ratio must be at least 1:13.

34. VDU Workstations

Display Screen Equipment Regulations 1992 apply.

All computers, including peripheral equipment and associated furniture will be selected in accordance with the above regulations.

When designing the layout of workstations the environmental factors will be taken into account to avoid direct or reflected glare sources of natural or artificial light. Suitable ventilation will be maintained and noise levels kept to a minimum.

The desk, chair and equipment will be assembled in such a manner so that the user can operate the equipment without discomfort.

The user will be advised of any hazards of using the equipment, in particular instructions will be given on:

- The simple adjustments to controls associated with the screen, such as contrast, brightness etc.
- The adjustments to the seat height, height and tilt of the backrest of the chair to achieve the correct posture
- The reasons for maintaining the posture

Children and adults should not work for longer than 45 minute without taking a break of at least 10 minutes from looking at the screen.

35. Visitors

All visitors to school will use the touchscreen signing in system in the main entrance to sign in, giving name, company and the name of the person they are visiting. They will get a picture taken and wear a badge for the duration of their visit.